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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR DATE: 7 December 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 49

I. SIGNIFICANT ITEMS - None

II. OTHER ITEMS

A. DISPOSITION OF OFFICIAL PERSONNEL RECORDS OF SEPARATED EMPLOYEES AT [redacted]. In view of governmental regulations which specifically require retirement of certain personnel records to [redacted] has explored the problem of disposition of [redacted] records with Office of Personnel officials. It has been decided that such records should be sterilized and forwarded to [redacted] A written proposal which outlines procedures to be followed has been prepared and is being coordinated within the Administrative Branch. 25X1 25X1 25X1 25X1

B. INTERNAL OTR CEILING AUTHORIZATIONS. The DTR has established personnel ceilings for each School and Staff, and the Chief of each component has been informed of his allocation. In accordance with DD/S Directive, the Table of Organization will be adjusted to reflect ceiling figures of [redacted] positions plus [redacted] JOT positions. 25X1 25X1

C. CURRENT ADDRESSES OF OTR PERSONNEL. All persons are invited to use the file in the OTR Personnel Section for obtaining addresses for Christmas mailing lists. I regret that we cannot provide prepared lists or telephone service.

D. MEETING WITH [redacted] and Mr. [redacted] discussed with the [redacted] the possibilities of utilizing [redacted] transportation for Agency personnel to a greater degree than in the past. [redacted] indicated that the possibilities of increased use of this transportation are good, and that he will meet with [redacted] Central Processing Branch, to establish the necessary procedures. In addition, agreement was reached regarding new procedures governing the request of [redacted] and [redacted] 25X1 25X1 25X1 25X1 25X1 25X1 25X1 25X1

E. CASH PAYMENT OF CLAIMS FOR [redacted] TRAVEL. The Chief, Processing Section/TR visited [redacted] on 2 December to coordinate procedures for handling travel claims on a cash basis upon return of students to Headquarters. 25X1 25X1

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The first payments under this new procedure will be made on 7 December for students who finished the first phase of the Operations Familiarization Course.

F. REPORTS CONTROL. The Area Records Officer, OTR attended a meeting with representatives from the Management Staff, the Comptroller's Office, Communications, Logistics and Security regarding the implementation of a DD/S-wide Reports Control Program. A Notice on the subject will be drafted and circulated for comment and concurrence before final publication.

25X1

25X1 G. [redacted] Arrangements are being made for [redacted]
25X1 of [redacted] office, to visit Headquarters Finance Division for orientation in payroll procedures.

H. MAINTENANCE OF EQUIPMENT. A requisition has been submitted to the Office of Logistics requesting renewal of the existing contract for maintenance of projection booth equipment in R&S
25X1 Building and Building [redacted]

I. LOSS OF ROOM 1132, I BUILDING. Notification was received from the XO/TR that by decision of the DD/S, Room 1132, I Building will not be returned to OTR. An effort is being made to obtain Room 2125, I Building as a replacement for Room 1132.

J. REPORTS BY REGISTRAR THIS WEEK

1. Monthly report of Waivers and Deferments of Training Standards for November for DTR.

2. Report on number of offerings and number of students trained in Counterespionage over a five year period for [redacted]
25X1 [redacted] CI Staff. 25X1

3. Statistics to be included in the OTR Five Year Report, summarized as follows: Totals for each school, i.e., Basic, Intelligence, Operations and Language and External Training, January 1951 through December 1955. A list of courses represented in each total was attached. A grand total was indicated with sub-totals for the three major components - DD/I, DD/S, and DD/P. Further break-down by courses is available upon request.

K. DD/P DIVISION TRAINING OFFICERS MEETING. The Registrar attended the bi-monthly DD/P Division Training Officers meeting on 2 December. At the request of C/OS/OTR, Language training for students scheduled to take the Operations Course 9 January was discussed. The Registrar requested that names of students interested in language training, the language desired and individual's degree of proficiency be reported to OTR by 9 December 1955.

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L. INTELLIGENCE PRINCIPLES AND METHODS COURSE. The beginning date for Intelligence Principles and Methods Course #10 has been changed from 3 January to 9 January 1956. Deadline for registration is 3 January. 25X1

M. [redacted] Weekly report of the utilization of [redacted] 25X1 facilities for the period 30 November through 6 December is attached.

III. PERSONNEL ITEMS

25X1 A. [redacted] reported to the Registrar's office 1 December, replacing [redacted] 25X1 25X1

[redacted]

25X1 Attachment: [redacted] Report

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